



Training for International Tutors

Igor Tanskanen, Centre for International Education, 3.12.2018

Programme

- 1. Being an International Tutor (Student Union of Tampere University, TREY)**
- 2. Incoming Students and Their Services (Tampere University)**
- 3. Former International Tutors Share Their Experiences (tentative)**
- 4. Q & A, Information on Orientation Course / Welcome Week activities**

Incoming students and their services

- International students arriving for spring semester 2019
- Arrival to Tampere, student housing, TOAS checklist
- Tutoring reports, credits and compensation
- Contact information

International students arriving for spring semester 2019

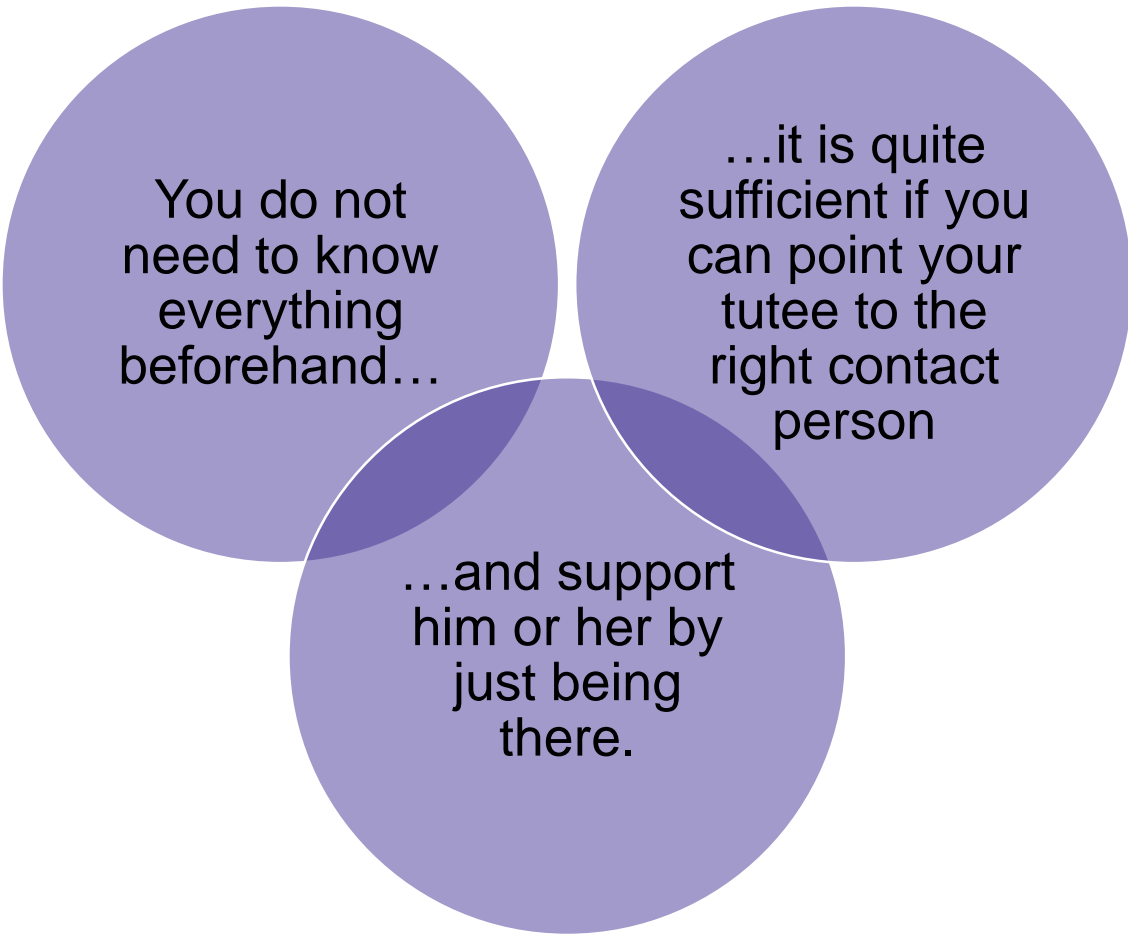
- Incoming exchange students ~140, incoming degree students – none
- Membership of Trey is voluntary, but strongly recommended
 - Some exceptions (you will receive a notification, students are informed as well)
- The contact information for both tutors and incoming international students will be sent next week
- Most students will arrive on **1-2 January 2019**, official arrival date 2 January 2019
- TOAS keys can be collected starting from 2 January only
 - Some exceptions (again, you will be informed by email)

Upon and after arrival

- Contact your tutees next week!
 - No replies, what should I do?
- Pick up the student's key from TOAS office (2 January) – some exceptions are possible
 - Only named tutors can pick up the keys from TOAS
- Agree on an exact time and place when to meet your student
- Guide the way to the apartment! Go through the TOAS checklist with your tutee.
 - Guide the way to the university as well
- Help with practical matters – ask what kind of help the student needs!
 - There are no bed linens / towels / toilet paper in TOAS apartments
- Join Facebook group: [UTA Incoming Exchange Students](#)

At the University

- Registration papers from the International Office (room A129, main building)
- Prefilled registration form
- Invoice for the Student Union fee
- Completing registration at the Registrar's Office (*Aktuaari*)
- After registering the student will receive a basic user account (BUA) and a student certificate (*opiskelijatodistus*)
- Help with practical matters, student card application, show the campus area and student restaurants



You do not need to know everything beforehand...

...it is quite sufficient if you can point your tutee to the right contact person

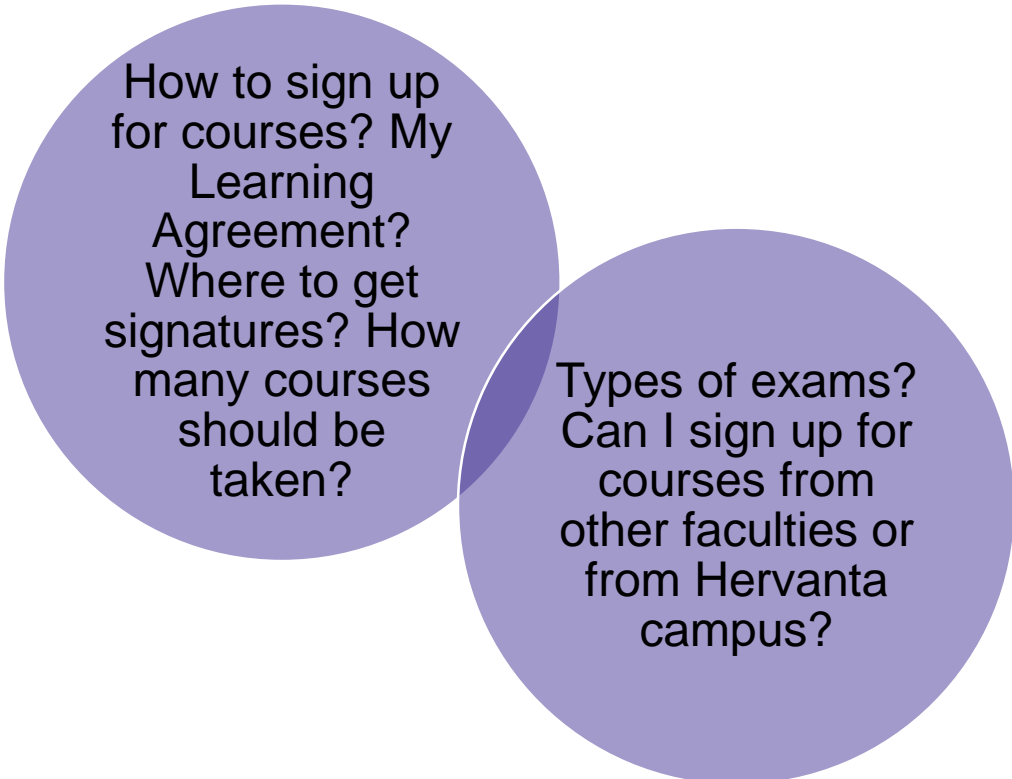
...and support him or her by just being there.

At the University

- Orientation course / Welcome week (2 - 5 January 2019, no programme on the arrival date)
 - Mandatory for all international students (2 ECTS credits)
 - 3 January (Studying at Tampere University)
 - 4 January (Student Services)
 - 5 January (Tampere City Bus Tour)
- Programme: *uta.fi > Study Guide > Starting your studies > Orientation to University Studies > International degree, exchange and visiting students*
- **Electronic Study Skills** training on course enrolment and electronic services will be held on Friday (4 January) and Monday (7 January)
- The Orientation course offers a lot of useful information – please do not make appointments that overlap with the course

Study advice and guidance

- Study-related matters
 - International coordinators in all faculties
 - Heads of study affairs in all faculties
- Other matters
 - International tutors
 - International Office
 - Student Union of Tampere University
- Most of the information will be given to students during the Orientation course / Welcome week



How to sign up for courses? My Learning Agreement? Where to get signatures? How many courses should be taken?

Types of exams? Can I sign up for courses from other faculties or from Hervanta campus?

Local registration / residence permit

- **Local registration (required for all international students)**
 - At the Local Register Office (*Maistraatti*) - Hatanpään valtatie 24, Tampere
 - Application for Finnish Personal Identity Code + Notification of change of address
 - Or notification of change of address only
 - Local registration can be done at the university during the Orientation course as well
- **Registration of the right of residence of a citizen of the European Union**
 - Finnish Immigration Service, Migri (*Maahanmuuttovirasto*)
 - Registration of the right of residence is required for citizens of the European Union, Liechtenstein or Switzerland **staying in Finland for over three months**
 - Citizens of a Nordic countries register their right of residence at the Local Register Office (Maistraatti)
 - Electronic or paper application (54 €). More information: www.migri.fi
 - Service point: Itsenäisyydenkatu 11, Tampere

Checklist to remember

- Contact your international student
- Accommodation, practical matters
- Orientation course / Welcome week
- Registration, basic user account
- Course enrollment
- Introduction to Finnish student life and university
- Bus card, bank account and other practical matters
- Local registration, Finnish Personal Identity Code
- Registration of the right of residence of a citizen of the European Union



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Y-tunnus 0155634-2

The Check-up List

- Collect the **key** from TOAS housing office at the earliest during the week your tutee is arriving in Tampere. Take good care of the key!
- Let your tutee know that **pests** uncommon in Finland. Should in their apartment, they must i immediately.

TOAS Check-Up List for International Tutors

Tutoring reports, credits and compensation

- International tutors have to submit a tutoring report to their own faculty and to the International Office and fill in a feedback form (May-June)
- Faculties will give you 2 ECTS credits for international tutoring, only once
- International tutors are entitled to a small compensation after filling in the feedback form and returning the report (by given deadline) – 50 euros / semester
- International Office gives certificates on tutoring both in Finnish and in English – get yours and add it to your CV!
- International tutoring is a part of the Internationalisation Module

Contact information and some events

- International Office – intoffice@uta.fi
- Student Union of Tampere University, TREY – Mikko Salminen (email will be published on www.trey.fi in January 2019)
- International tutors are welcomed to join some Orientation course events, more information will be sent later, space is limited. Get your ticket by helping us:
 - The Campus Tour, 4 January 14:00-14:30 (tentative)
 - Electronic Study Skills Training, 4 and 7 January (tentative)
 - Sign up now or later → intoffice@uta.fi